Advance Excel Assignment 5

1. How many types of conditions are available in conditional formatting on Excel?

There are 5 types of conditional formatting available in Excel –

* Background color shading of cells
* Foreground color shading of fonts
* Data Bars
* Icons
* Values

1. How to insert border in Excel with Format Cells dialog?

* Select one or more cells to which we would like to add borders
* Open the format cells dialogue box
* In the format cells dialogue box, switch to the border tab and choose the line style and color list
* When done, click ok.

1. How to Format Numbers as Currency in Excel?

Select the cell that we want to format and then, in the home tab, click the down arrow in the number format box, then choose the currency to change.

1. What are the steps to format numbers in Excel with the Percent style?

* On the home tab in the number group, click the item next to the number to display the format cells dialog box.
* In the format cells dialogue box, in the category list, click percentage.

1. What is a shortcut to merge two or more cells in excel?

Alt + H + M + M

1. How do you use text commands in Excel?

The syntax for the text function in Excel –

TEXT (VALUE, FORMAT)

* VALUE – The value to convert to text
* FORMAT – The format used to display the result

